

LADOTD CO-OP PROGRAM REQUIREMENTS

The LADOTD co-op program is a cooperative endeavor between the Louisiana Department of Transportation and Development (LADOTD) and Louisiana universities, providing practical experience to civil engineering students through employment in public sector transportation engineering work. In addition to receiving university academic credit, participating students earn a salary commensurate with their academic level, experience, and ability.

PURPOSE

The LADOTD co-op program is intended to enhance the educational process by providing opportunities for participants to explore their interest in transportation engineering through practical experience. The program also provides opportunities for LADOTD to evaluate participants as potential employees.

UNIVERSITY PARTICIPATION CRITERIA

Each participating university must have an accredited civil engineering undergraduate program and a cooperative education program or policy that includes the following requirements:

1. A written endorsement from the chairman (or designated faculty member) of the civil engineering department must be provided for each nominee.
2. Interview of nominees and final selection of participants by a designated LADOTD representative must be permitted.
3. A faculty advisor from the civil engineering department must be provided.
4. Academic credit must be available to program participants.
5. One copy of the final report must be provided to the LADOTD co-op program director, and one copy of the final report must be provided to the participant's LADOTD supervisor.

PARTICIPANT SELECTION CRITERIA

The following criteria will be used by LADOTD to evaluate nominees and select participants:

1. A nominee must be an undergraduate civil engineering student, recommended by the chairman of the civil engineering department (or a designated faculty member). A nominee must have attained the junior or senior academic level, must have a GPA of 2.5 or higher (on a 4.0 scale), and must maintain good academic standing with the university while participating in this program.
2. A nominee must provide an application and official university transcript.
3. A nominee must have a professed interest in transportation engineering.
4. A nominee must be available to work full-time (40 hours per week) or part-time (20 hours per week) at a LADOTD facility.
5. A nominee must have authorization to both work and remain in the U.S. LADOTD does not sponsor or provide assistance in obtaining work visas or H-1B visas.

LEVEL OF PARTICIPATION

In general, university participation is limited to one full-time participant or two part-time participants per university term (semester/quarter). Normally, student participation is limited to one full-time university term, or two part-time university terms. If a university

opts not to participate in a given term, its authorized co-op position may be allocated to another university for that term.

DEADLINES FOR SUBMITTING APPLICATIONS

Fall Semester	August 1	Fall Quarter	August 15
Spring Semester	January 1	Winter Quarter	November 15
Summer Semester	May 1	Spring Quarter	February 15
		Summer Quarter	May 1

WORK ASSIGNMENT

In general, a work assignment should be determined prior to a nominee's acceptance into the program. Work assignments must be mutually acceptable to LADOTD, the university, and the nominee. After establishing a nominee's area of interest, the faculty advisor should communicate with an appropriate LADOTD supervisor for determination of acceptable work assignment. Initial communications between faculty advisor and LADOTD supervisor may be facilitated by the co-op program director.

WORK PROPOSAL

The participant must prepare a proposal outlining work to be performed. The work proposal should be submitted to the LADOTD co-op program director within the first two weeks of program participation. The proposal should be prepared in consultation with the LADOTD supervisor and approved by the participant's faculty advisor.

The work proposal (not to exceed 3 pages) should describe:

1. Background and need for the project.
2. Scope and objectives of the project.
3. Available resources.
4. Procedures and methodology.
5. Detailed schedule of activities.
6. Anticipated results and applications.
7. Presentation of findings.

WORK LOCATION

Work assignments should accommodate participants' geographic location and work interest. Work will be performed at one of the following LADOTD locations:

Headquarters – Baton Rouge	District 07 – Lake Charles
District 02 – Bridge City (New Orleans)	District 08 – Alexandria
District 03 – Lafayette	District 58 – Chase
District 04 – Bossier City	District 61 – Baton Rouge
District 05 – Monroe	District 62 – Hammond

COMPENSATION

Compensation for participation in this program will be designated as a percentage of the starting salary for entry-level graduate engineers: 75% for junior academic level, and 90% for senior academic level. Based on the current pay scale, these rates are:

Junior	\$13.10/hour	\$2270/month
Senior	\$15.72/hour	\$2724/month

WORK SCHEDULES

The maximum number of hours that students are allowed to work per week will be agreed upon between the supervisor and the participant as soon as the work assignment is determined. Participants will not be allowed to work less than two hour time periods.

FINAL PRESENTATIONS

All participants are required to give a 15-20 minute presentation at the end of their assignment period.

FINAL REPORT AND EVALUATIONS

One copy of the final report and a participant evaluation form must be submitted to the LADOTD co-op program director at the end of the assignment period. A copy of the final report must also be provided to the participant's LADOTD supervisor.

The LADOTD supervisor must complete an employer evaluation form for submittal to the LADOTD co-op program director at the end of the assignment period.

TIME SHEETS:

All time sheets must be signed by the participant's LADOTD supervisor and faxed, with original mailed, to Allison Landry (see below) no later than 2:00 p.m. on the Thursday prior to the Sunday on which the payroll period ends.

COORDINATION OF PROGRAM

All matters pertaining to the LADOTD co-op program will be coordinated for LADOTD by the Louisiana Transportation Research Center (LTRC).

The address for LTRC is: 4101 Gourrier Avenue, Baton Rouge, LA 70808.

Contacts for the LADOTD co-op program are:

Michael B. Boudreaux, P.E., Director	225-767-9123	Fax: 225-767-9156
Allison Landry, Assistant	225-767-9139	Fax: 225-767-9159